

Pontesbury Parish Council

NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY FULL COUNCIL MEETING (VIRTUAL) OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON MONDAY 8th MARCH 2021 ON THE ZOOM PLATFORM, TO FOLLOW THE ANNUAL PARISH MEETING AT APPROX. 8.15PM. LINK ON PARISH COUNCIL WEBSITE www.pontesburyparishcouncil.org.uk

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 **PUBLIC QUESTIONS AND COMMENTS** – (Fifteen minutes will be allowed)
- 4 **MINUTES OF COUNCIL** - To approve the Minutes of the Parish Council Meeting held on 8th February 2021
- 5 **RETROSPECTIVE APPROVAL OF DECISIONS MADE** – to consider and approve decisions made under delegated powers since agenda set for Full Council meeting held on 8th February 2021
- 6 **STATUTORY BUSINESS/FINANCE**
 - 6.1 Receipts – to note income since the last meeting
 - 6.2 Payments for approval
 - 6.3 Approval of current DD payments from Unity and Pavilion account
 - 6.4 Approval of laptop purchase and set-up for new Deputy Clerk - maximum budget of £600
 - 6.5 Approval of purchase of one year's subscription to Parish Online (£152) plus training for councillors to use it (£475) to be paid out of Neighbourhood Fund budget. Invitation for councillors to join training session.
 - 6.6 Approval of £1024.28 for 2021-22 insurance for The Pavilion as recommended under delegated authority to Cllrs Hignett, Lockwood, Fletcher, Evans and Clerk
 - 6.7 Approval of £376.04 for increased external emergency lighting for Pavilion
 - 6.8 To receive Internal checks report for quarter 2/3 2020-21
 - 6.9 Reimburse Councillor Fletcher £654.65 for purchase of Smart TV and approval of £103.33 for electrician for wiring for Smart TV (FOPL to contribute £644.17 towards these costs) as agreed at February meeting.
 - 6.10 Approve maximum budget of £600 for annual streetlighting condition survey by Highline.
- 7 **ELECTIONS 2021** – receive a verbal update from Clerk
- 8 **PAYROLL OUTSOURCING** – to consider quotes and appoint payroll company for three years
- 9 **PAVILION UPDATE** – To receive verbal update from Cllr D Fletcher including;
 - i) To consider future funding contributions to Shropshire Library Service for 2021-22
- 10 **HEALTH AND SAFETY MATTERS** – to raise any parish council health and safety issues for parish council staff, buildings or activities and consider quotes and appoint for health & safety support for 2021-2024
- 11 **REMOTE MEETINGS** – there is uncertainty about the legal power for the parish council to meet virtually extending beyond 7th May 2021. Other local parish councils are requesting that this power be continued or a law allowing for both face to face and remote meetings to be put in place. Pontesbury Parish Council to consider a response on this matter.
- 12 **FLOOD WORKING GROUP** – to consider setting up a working group to look at flooding issues (to include the snow warden) for the parish
- 13 **MINSTERLEY TO PONTESBURY CYCLEWAY SOLAR LIGHTING PROJECT**– to receive an update from Cllr D Fletcher including;
 - i) Approval of use of £2000 CIL Neighbourhood Fund towards the solar lighting project
- 14 **EXCLUSION OF THE PUBLIC** To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).
- 15 **RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING HELD ON 23 FEBRUARY 2021 INCLUDING:**
 - i) Approval of Expenses, Sickness/absence and Disciplinary/Grievance policies as prepared by Clerk based on NALC templates (*available on parish council website*)
 - ii) Approval of appointment of Deputy Clerk and recommended salary scale and point and continuation of terms & conditions & Approval of delegated authority to Clerk/Chair to agree exact duties/job description and induction programme with new Deputy Clerk
 - iii) Approval of using Shropshire Council HR support on a pay as you go basis (£40/hour)
 - iv) Approval of delegated authority to Cllrs Hodges, Fletcher and Lockwood to finalise contract for new Deputy Clerk following HR support from Shropshire Council and put in place pension arrangements for Deputy Clerk
 - v) Approval of delegated authority to Cllrs Hodges, Fletcher and Lockwood to finalise permanent contract document for Building Assistant following HR support from Shropshire Council
- 16 **PLANNING** – To receive verbal update from Chairman of Planning Committee including;
 - i) Approval of appointing APT as the consultant to support the preparation of the draft Neighbourhood Plan
- 16 **DATE AND TIME OF NEXT MEETING** – Monday 12 April 7pm on zoom.

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Clerk to the council 03/03/2021